



STATE REPRESENTATIVE
INA MINJAREZ

DISTRICT 124
BEXAR COUNTY

Fall Legislative Aide (Unpaid) Capitol Office

State Representative Ina Minjarez is seeking highly motivated and energetic applicants for a part-time unpaid Fall Legislative Aide internship position in our Capitol Office, **beginning September 10th.**

Who you are...

- ✓ Currently enrolled as an undergraduate or graduate student;
- ✓ Express an interest in serving our community;
- ✓ Work well with others as a team in a close office environment;
- ✓ Possess strong research and writing skills;
- ✓ Have excellent communication skills;
- ✓ Familiar with standard Microsoft Office suite programs;
- ✓ Ambitious and ready to learn.

This position will assist in...

- Answering phones, general clerical duties and data entry;
- Policy development and research;
- Preparing for briefings and hearings;
- Providing support with community outreach, event planning, and communications;
- Attending public events, receptions, and networking opportunities in Austin;
- Performing other administrative tasks and duties as directed.

To Apply:

Interested candidates should send a one-page resume, cover letter with availability and a list of at least two references with "Capitol Office Internship" in the subject line to nar.dorrcott@house.texas.gov.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.